

User Manual



HiPath 8000

OpenStage 40

www.siemens.com/enterprise

SIEMENS

Safety precautions

For your safety

The OpenStage IP telephone complies with the European standard EN 60950, which deals with the safety of information technology appliances including electronic office equipment. This device has been designed with safety in mind, thus protecting both individuals and objects.

There is always a danger of small objects being swallowed by young children.

Please ensure that such items are not accessible to children.

- Use only the enclosed power supply unit together with the special LAN cable.
- Never open the power supply enclosure.

Caring for your telephone

- The telephone must not be used in bathrooms, etc. as it is not splash proof.
- Before connecting or disconnecting the LAN cable, pull the power plug out of the power outlet first.
- Never allow the telephone to come into contact with staining or aggressive liquids such as coffee, tea, juice, or soft drinks.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5 °C and 40 °C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

Important information

	Do not operate the telephone in potentially explosive environments.
	For safety reasons, the telephone should only be operated with the appropriate power supply unit.
	Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty and the CE marking invalid.
	Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products. An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract. All trademarks used are the property of Siemens AG or their respective owners.

Trademarks



The device conforms to the EU directive 1999/5/EC as attested by the CE marking.



All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative. The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Customer Information

FCC and Industry Canada Compliance

This section describes the requirements for compliance with Federal Communications Commission (FCC) Rules and Industry Canada CS-03 standard.

FCC Compliance and Requirements

The following customer information is based on FCC rules and ACTA requirements.

Service

If you experience problem with the Siemens "OpenStage" IP-based telephones, contact Siemens customer support at 1-800-TEL-ROLM for information on service and repairs. The telephone company can ask you to disconnect the equipment from the network until the problem is corrected or until you are sure that the equipment is not malfunctioning.

FCC Rules, Part 15

The Siemens "OpenStage" IP-based telephone has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection

against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

FCC Rules, Part 68 and ACTA Customer Information

1. FCC Part 68 Registration

The Siemens "OpenStage" IP-based telephone is registered with FCC under Part 68 as a VoIP phone capable of providing access and telecommunication via FCC Part 68 registered front-end gateways or host terminal equipment to Public Switched Telephone Network. In order for the FCC registration of the Siemens "OpenStage" IP-based telephone to be retained, all other products used in conjunction with the Siemens "OpenStage" IP-based telephone must also be FCC Part 68 registered for use with the front-end terminal equipment. If any of these components are not registered, Siemens is required to obtain FCC Part 68 registration of the assembled equipment prior to connection to the telephone network. Part 68 registration requires Siemens to maintain this approval and as such is responsible for the following:

- Any component added to the Siemens "OpenStage" IP-based telephone, whether it bears component registration or not, will require a Part 68 compliance evaluation. Siemens may need to test and make a modification filing to the FCC before that new component can be used;
- Any modification/update made to the Siemens "OpenStage" IP-based telephone will require a Part 68 compliance evaluation. Siemens may need to test and make a modification filing to the FCC before that modified component can be used;
- Siemens "OpenStage" IP-based telephone complies with and will continue to comply with all the applicable rules and regulations in Subpart D of the FCC Part 68 rules and the requirements adopted by ACTC during the life-time of the product.

If at any time the ownership of Siemens "OpenStage" IP-based telephone is transferred to someone else (whether independently or as part of a system), please supply this manual to the new owner.

2. Facility Interface Information

Siemens "OpenStage" IP-based telephone connects to the public switched telephone network through FCC Part 68 registered front-end host terminal equipment which specifies the Facility Interface Codes (FIC), Service Order Codes (SOC) and the type of network jacks to be used.

3. REN

The ringer equivalence number (REN) is used to determine the quality of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.

Note: REN is associated with the analog telephones. It is not applicable to Siemens "OpenStage" IP-based telephone. If requested, please supply the product identifier in the format US:AAAEQ##TXXXX or the REN of the FCC Part 68 registered front-end host terminal equipment that has a direct Public Switched Telephone Network connection (i.e. have a REN stated on the label) and the highest REN

4. Disruption of the Network

If the Siemens "OpenStage" IP-based telephone causes harm and disrupts the telephone network, the telephone company can discontinue your service temporarily. If possible, the telephone company will notify you in advance. If advance notice is not practical, they will notify you as soon as possible. You are also informed of your right to file a complaint with the FCC.

5. Telephone Company Facility Changes

The telephone company can make changes in its facilities, equipment, operations, or procedures that can affect the operation of your equipment. If they do, you should be notified in advance so you have an opportunity to maintain uninterrupted telephone service.

6. Hearing-Aid Compatibility

Telephones for emergency use and telephones installed in common areas such as lobbies, hospital rooms, elevators, and hotel rooms must have handsets that are compatible with magnetically coupled hearing aids. Persons who are not in common areas must also be provided with hearing-aid compatible handsets, if needed.

The Siemens "OpenStage" IP-based telephone is hearing aid compatible and complies with the FCC Rules, Part 68, Section 68.316 Hearing Aid Compatibility and 68.317 volume control requirements.

7. Programmed Dialer Features

When you program emergency numbers or make test calls to emergency numbers using Siemens products with programmed dialer features, stay on the line and briefly explain to the dispatcher the reason for the call before hanging up. Perform these activities in off-peak hours, such as early morning or late evening.

8. Electrical Safety Advisory

While the Siemens "OpenStage" IP-based telephone is fully compliant with FCC rules and regulations, it is recommended that an alternating current (ac) surge arrestor of the form and capability suitable for the model purchased be installed in the ac outlet to which the power supply for Siemens "OpenStage" IP-based telephone is connected. Consult with your distributor as to the surge protector requirements for your equipment.

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

This user guide is intended to help you familiarize yourself with OpenStage and all of its functions. It contains important information on the safe and proper operation of your OpenStage phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an OpenStage phone.

 For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your OpenStage phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Symbols used in the manual

Operations or settings that can be made both at the phone and over the Web interface are indicated by an icon and page reference.



is a direct reference to an operation or setting performed directly on the phone



is a direct reference to an operation or setting performed via the web interface

Service

 The Siemens service department can only help you if you experience problems or defects with the phone.

Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.

For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The OpenStage phone is a desktop unit designed for voice transmission and for connection to the LAN. It can also be used as a workstation device. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate at the rear of the base unit. Specific details concerning your communications platform can be obtained from your service technician.

Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
 - Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
 - Adjust the contrast as required → page 118.

Single-line telephone / multi-line telephone

Your OpenStage 40 is a multi-line telephone. This means that multiple lines can be configured on your OpenStage phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones → page 19.

The "Line overview" tab on the telephony interface provides information about the lines configured on your phone and the current status of each line → page 28.

When using a multi-line phone to make and receive calls, certain particularities must be taken into account → page 78.

Getting to know your OpenStage phone

The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

user interface OpenStage 40



1	You can make and receive calls as normal using the handset .
2	The graphic display permits intuitive operation of the phone → page 18.
3	You can customize your telephone by assigning phone numbers and functions to the programmable sensor keys → page 23.
4	You can use function keys when conducting a call to access frequently used functions (such as Disconnect) or to open the Program/Service menu and mailbox → page 17.
5	Audio keys are also available, allowing you to optimally configure the audio features on your telephone → page 17.
6	The 5-way navigator is a convenient navigation tool → page 18.
7	The keypad can be used to enter phone numbers and text → page 21.
8	Incoming calls are visually signaled via the call display .

For an overview of the telephone ports, see → page 26.

propertiesOpenStage 40

Display type	LCD 40 x 6 characters
Illuminated display	✓
Programmable sensor keys	6
Full-duplex speakerphone function	✓
Headset	✓
Interface for key modules	✓
Wall mounting	✓

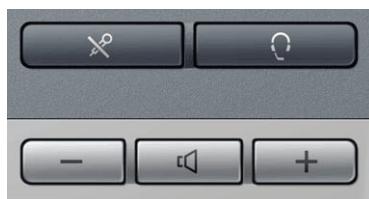
Keys

Function keys



Key	Function when key is pressed	LED display
	End (disconnect) call	none
	Open redial list	none
	Activate/deactivate forwarding	Red: call forwarding is activated
	Open service menu → page 32.	Red: Menu is active
	View messages → page 29.	Red: Menu is active. White: New message.

Audio keys



Key	Function when key is pressed
	Activate/deactivate microphone (also for speakerphone mode)
	Activate/deactivate headset
	Lower volume of ringtone, handset and speaker.
	Activate/deactivate loudspeaker for speakerphone mode and open listening
	Increase volume of ringtone, handset and speaker.

Navigator

With the touch guide, you can administer most of the functions featured on your OpenStage phone as well as the displays.

Operation	Functions when key is pressed
Press 	<ul style="list-style-type: none">Call up the context menuPerform actionGo down a levelCall up the context menu in the idle display
Press 	<ul style="list-style-type: none">Short press: back one levelIf held down: back to the first levelExtended long press: back to idle modeCancel functionQuit the context menuIn input fields: Delete character to the left of the cursor
Press 	<ul style="list-style-type: none">Scroll downwardsSelect element belowIf held down: Jump to end of list/menu
Press 	<ul style="list-style-type: none">Scroll upwardsSelect element aboveIf held down: Jump to start of list/menu
Press the 	<ul style="list-style-type: none">Confirm inputPerform actionCall up the context menu



Before using the telephone, remove the protective covering from the navigator surface.

Programmable sensor keys

Your OpenStage 40 telephone features six programmable lit sensor keys. To open the programming menu, press and hold down the relevant sensor key → page 54.

To activate the programmed function, briefly press the relevant key → page 57.



You can label these keys with internal and external phone numbers or frequently used functions (platform-dependent; please contact the responsible service personnel).

The configured phone number or function name is displayed next to the key.

Key	LED display
	Not lit: Line is free, function is deactivated
	Lit: Line is busy, function is activated
	Flashing: A call to the line is being established Flashing quickly (short on, long off): forwarded call Flashing quickly (long on, short off): call party is on hold

Trunk keys (on multi-line phones only)

The programmable sensor keys on multi-line phones function as trunk keys. Each key that is assigned the function "line" is handled as a line. This means up to six lines can be configured.

A distinction is drawn here between primary, secondary and phantom lines. Each of these line types can be used on a private or shared basis → page 20.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.

To avoid conflict between the individual multi-line phones, you can configure the functions "Do not disturb" and "Call forwarding" exclusively for the primary line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber in the LAN. Your primary line, which is configured on another telephone in the LAN, simultaneously functions as the secondary line on that telephone.

Phantom line

Phantom lines are not used as primary lines by any telephones in the LAN. Phantom lines are established when the number of lines provided by a communications system exceeds the number of available telephones.

Line utilization

- **Private line:** A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.
- **Shared line:** A line that is configured on multiple telephones. The line status (if configured) is displayed in the line overview for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

The line status is indicated by the LED in addition to the display in the line overview → page 28.

LED display

LED	Explanation
	Not lit: The phone is in idle mode.
	Flashing: <ul style="list-style-type: none">• Incoming call on the line (→ page 79)• "Hold reminder" is activated (→ page 61)
	Flickering: <ul style="list-style-type: none">• Outgoing call on the line• The incoming call was prioritized and selected via the "Automatic line selection for incoming calls" Fast blinking: The line is on "Hold".
	Blinking: Call forwarding is activated
	Illuminated: The line is busy

Keypad

You can only use the digits 1 to 9 and 0 as well as the * and # characters when dialing a number. The  navigation key is used to delete from right to left.

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number  key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

 To speed up the input, you can confirm your entry by pressing  on the navigator after you have selected the required character.

To **enter a digit** in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

Multi-function keys

Key	Function during text input	Function when held down
	Write special characters	Deactivate the ring tone
	Switch between upper and lower case	Activate telephone lock

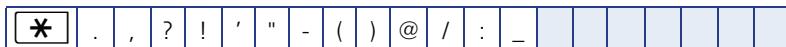
Alphabetic labeling of dial keys is useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name; e.g. 0700 - PATTERN = 0700 - 687837).

Character overview

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x
1	u	1												
2	a	b	c	2	ä									
3	d	e	f	3										
4	g:	h	i	4										
5	j	k	l	5										
6	?m	n	o	6	ö									
7	p	q	r	s	7	ß								
8	t	u	(v)	8	ü									
9	w	x	y	z	9									
0	0													
#	1	2												

[1] next letter in upper case (active for maximum one second)

[2] Switching to number input



Text editor

In different situations (e. g. when labeling the programmable sensor keys) a menu with functions appears under the character selection field. You can enter punctuation and special characters or switch between the input of alphanumeric upper and lower case characters or digits only.

You can select further editor functions via the **touch guide**:

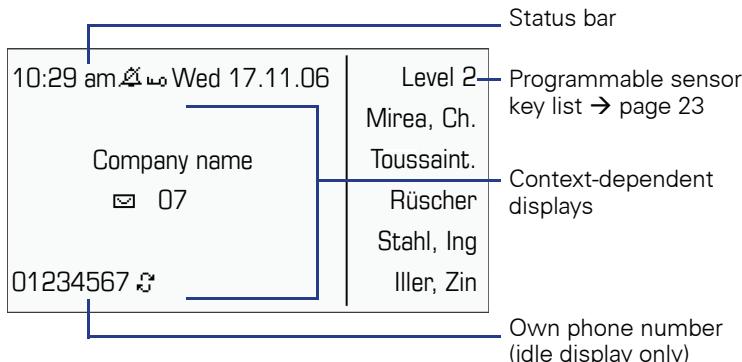
- OK – Confirm and conclude complete input
- Cancel – Cancel entry without saving
- Mode Configuration via the key #
 - 123 (# -> ABC) – Numerical entry
 - ABC (# -> Abc) – Upper case characters
 - Abc (# -> abc) – Initial character upper case
 - abc (# -> 123 – Lower case characters
- Move cursor left to add or delete characters
- Move cursor right to add or delete characters
- Copy – Copy displayed character string
- Paste – Paste copied character string to cursor position

Graphic display

Your OpenStage 40 comes with a tilt-and-swivel black-and-white LCD display.

The left area contains the status bar on the first line, followed by a five-line context-dependent field for additional displays. The right area shows the labels of programmable sensor keys.

Contrast and background lighting settings



Idle display view and icons

The time, weekday, and date are displayed in the status bar.

In addition, different icons represent different situations and switches:

Icon	Explanation
🔇	The ring tone is deactivated.
🔕	The "Do not disturb" function is activated.
🔒	The phone lock is activated.
🌐	A mobile user is logged on to the telephone.
🎙	The microphone is deactivated.

Context-dependent displays

Depending on the situation at hand, the graphic display on your OpenStage phone displays different content, to which you can respond intuitively.

Information on actual events

The following icons appear centered on the display when your phone is idle and signal current properties or events.

Example: You missed two calls in your absence.

✉ 02

You have two new voice messages that you can open by pressing  → page 29.

Icons for events

Icon	Explanation
	Callback requests are active.
	You received new voice messages.
	New entries have been added to the call lists.
	Local call forwarding is active.

Context menus

An arrow beside a selected entry indicates the existence of a context menu that you can open by pressing the  or  buttons on the touch guide (→ page 18). The range of functions available is situation-specific.

Consult

First entry
(selected on callup)

Hold

Call park

Selected entry

Disconnect

Idle display context menu

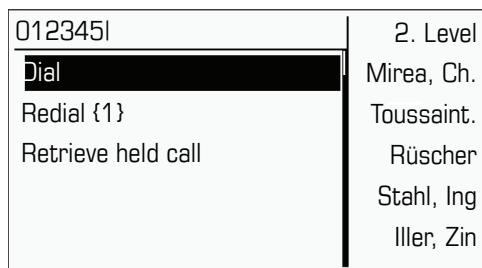
The following functions (where released) are available by pressing the right key on the touch guide:

Redial {1} 1234	First entry (selected when you call up the menu, if you have already dialed a phone number)
Ringer off	
Do not disturb off	Selected entry
Mobile logon	Only available when configured to support mobility
Cancel call backs	

Pop-up menus

In many operating situations, suitable functions or information is offered in an automatic pop-up window.

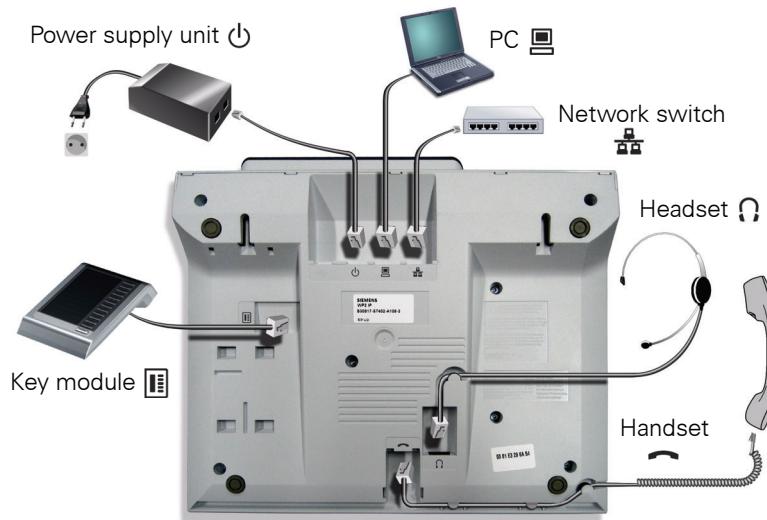
Example: You set up a consultation call. The pop-up menu opens and offers suitable functions for selection with the touch guide.



A pop-up window automatically closes as soon as you have performed an action.

To suppress information pop-up windows, press on the touch guide.

Ports on the underside of the phone



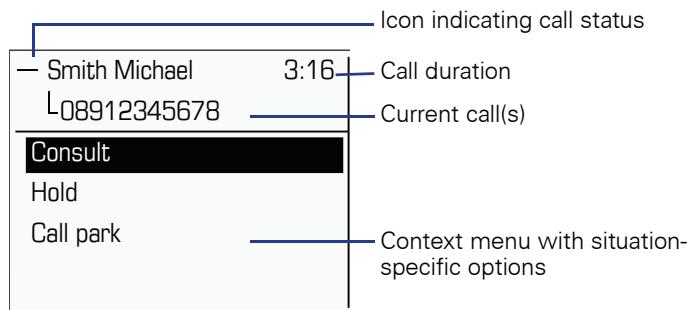
Telephony interface

Single line view

Additional information is displayed in the telephony interface when your phone rings, when you dial a number or during a call, for instance.

→ The same information is available on multi-line telephones for the selected line in the line overview.

Example:



Icons for frequent call states

Icon	Explanation
—	The call is active
↔	The call has been disconnected
↔	You have placed the call on hold (e.g. consultation hold).
↔	Your call partner has placed the call on hold

→ Detailed descriptions of the various functions can be found in the sections "Basic phone functions" → page 35 and "Enhanced phone functions" → page 58.

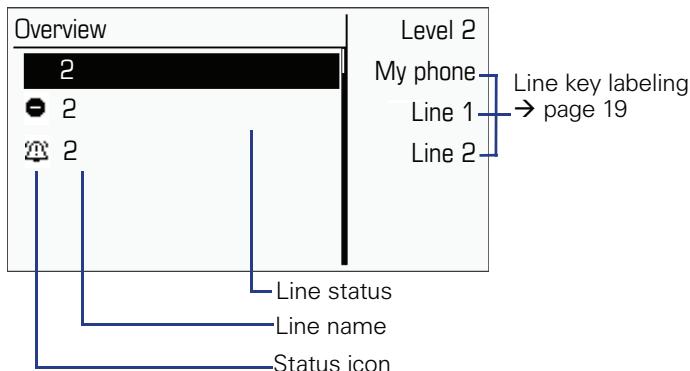
Multi-line view

Two tabs are displayed on the telephony interface:

- "[My phone]" tab - represents the primary line or the line view of a selected line → page 27
- "Overview" tab - configurable overview of the secondary lines → page 20

Call: Press  to open this view.

Example:



The status icons provide information about the state of the relevant line.

Icon	Explanation
	Call for the corresponding line.
	Call for a line with suppressed ring tone → page 89.
	"Hold reminder" is activated → page 61.
	The line is currently not available.
	The line is busy.

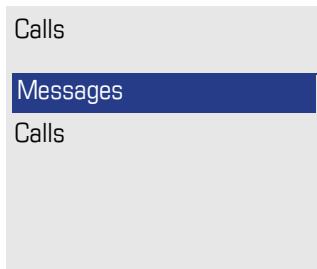
 Please note the LED displays for the line keys → page 20.

Messages

Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as, HiPath Xpressions can be displayed in this list.

When new messages are received, a message appears (→ page 24) on the idle display and the LED on the  (→ page 17) key lights up.

Call: Press the  key and use the touch guide to select and confirm the relevant submenu.



Voicemails

You will find voicemails in the **Messages** directory.

Messages Directory:

The following default entry appears in the list: **Voice mail**



Alternative call: Hold down the  key.

If your system is appropriately configured (contact the relevant service personnel), you can call the voice mailbox directly and immediately play back the messages saved.

Calls

The following lists are available in the CallLog directory:

CallLog

Missed

Dialled

Received

Forwarded

The list contains the following default entries:

- CallLog (see below)
 - Missed calls
 - Dialed calls
 - Answered calls
 - Forwarded calls

The LED on the  key only goes out when all new messages have been checked.

Call lists

All calls to your phone are timestamped and logged in consecutive order in the call lists.

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu and additionally in the "Missed Calls" log in the list display.

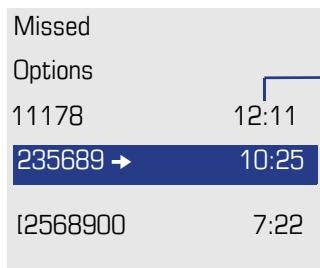
The list contains the phone number as well as the time of the last call.

 Callers with suppressed numbers cannot be saved in the call lists.

Callers with suppressed numbers are listed as "Unknown" in the call lists.

 Only calls to the primary line are received on multi-line phones (→ page 14).

Example of the **Missed** call list:



The screenshot shows a call list titled "Missed" with the following entries:

Number	Date
11178	12:11
235689 →	10:25
12568900	7:22

A context menu is open over the entry "235689 →" (10:25). The menu items are:

- Options
- Time of call
- Selected new entry with context menu
- Old entry

Call list options

You can select the following function in the **Options** context menu:
Delete all → page 77

Entry-specific context menu

You can select the following functions for an individual entry:

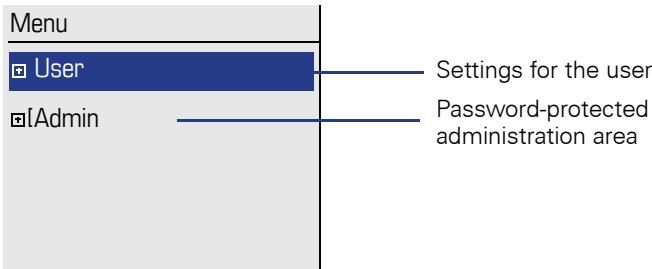
- Dial → page 71
- Details → page 77
 - Number of call attempts (up to 10 can be stored)
 - Date
 - Time
- Delete → page 77

Service menu

You can make local settings here and use this menu to navigate to the password-protected administration area.

Call: Press the  key and use the touch guide to select and confirm the relevant menu.

Example:



Settings

You can specify call-related settings in the "User" menu. This menu contains several options for customizing the appearance of your telephone.

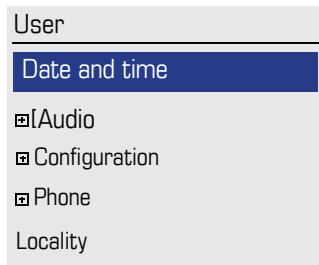
Select one of the following menus with the touch guide (→ page 18):

- Date and time → page 119
- "Audio" q
- Configuration, for example → page 59 or → page 75
- Phone → page 53 → page 118
- Locality → page 116
- Security → page 93
- Network information → page 33

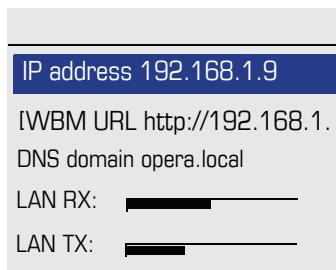
Network information

This overview in the user area of the Service menu provides you with information about the IP address of the phone and the HTML address of the Web interface. It also provides real-time data about the network activity of the phone.

This information overview can prove useful during debugging if you are conducting a call with an administrator, for instance.



Select "Network information" from the menu and confirm your action. The following overview opens:



IP address: IP address assigned to the phone in the network.

WBM URL: HTTP address of the Web interface. This address is specified in the address line of the Internet browser and is used to call the Web interface of the phone in the browser.

DNS domain: In addition to an IP address, the administrator can assign a DNS domain to the phone (e.g. http://my-openStage.phone/).

 Further details about the network information values listed here can be obtained from the responsible service personnel. Alternatively you can refer to the OpenStage Administration Manual.

Administration

You can access the administration area via the "Admin" function and by entering the administration password.

Refer to the administration manual for your phone for more detailed information on this topic.



During a software update, the phone must not be disconnected from the power supply unit, the LAN line or the phone line.

An update action is indicated by messages on the display and/or by flashing LEDs.

Step by Step

Basic phone functions

→ Please read carefully the introductory chapter "Getting to know your OpenStage phone" → page 15 before performing any of the steps described here on your phone.

Incoming calls

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

If transmitted, calling party information (name, phone number) appears on the graphic display.

→ An incoming call will interrupt any ongoing telephone setting operations. When the call ends, you can press  to return to the point in the menu structure where you were interrupted.

Answering a call via the handset

The phone is ringing. The caller is displayed.



if nec.  

Lift the handset.

Set the call volume.

Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller is displayed.

The pop-up menu opens:

Accept



or



Press the key shown. The key lights up.

The speakerphone function is activated.

if nec.  

Set the call volume.

Suggestions for using speakerphone mode:

- Tell the other party that speakerphone mode is active.

Step by Step

- Adjust the call volume while speakerphone mode is active.
- The ideal distance between the user and the phone in speakerphone mode is 50 cm.

Answering a call via the headset

Prerequisite: A headset is connected.

The phone is ringing. The audio key  flashes.



Press the key shown.

if nec.

Set the call volume.

Switching to speakerphone mode

 Make note of the two different processes and activate, if necessary, your preferred setting
→ page 123.

Prerequisite: You are conducting a call via the handset and the microphone and loudspeaker functions have been activated by service personnel.

Standard mode



Hold down the key and replace the handset. Then release the key and proceed with your call.

US mode

If the country setting is set to US, you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode.



Press the key shown.



Replace the handset. Proceed with your call.

Step by Step

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.



Lift the handset.



The key shown goes out.

Open listening

You can let other people in the room join in on the call. Let the other party know that you have turned on the loudspeaker.

Prerequisite: You are conducting a call via the handset.

Activating



Press the key shown.



Deactivating

Press the lit key.

Switching to speakerphone mode



Hold down the lit key and replace the handset.

Ending a call



Press the key shown.

or



Press the lit key.

or

Disconnect

Select and confirm the option shown in the connections's context menu.

Step by Step

Making calls

If you are using a dial plan and "Sofortwahl" is set
→ page 72, dialing is automatically performed as soon
as the character string entered matches an entry in the
dial plan.

 If you selected the option "Busy When Dialing"
→ page 73, you will not be interrupted by an in-
coming call. In this case, the caller hears the busy
signal.

En-bloc dialing



Enter the phone number. Use the touch guide
→ page 18 to correct entries as necessary.



Lift the handset.

or



Press the key shown.

or

Dial

In the pop-up menu:
Confirm.

The connection is set up.

Off-hook dialing



Lift the handset.



Enter the phone number.

or

Redial {1} S. Hawking

In the pop-up menu:
Select and confirm the option shown.

The connection is set up as soon as your input is com-
plete.

Step by Step

On-hook dialing



Press the key shown.



Enter the phone number.

or

Redial {1} S. Hawking

In the pop-up menu:

Select and confirm the option shown.

The connection is set up as soon as your input is complete.

Redialing

Redialing from the call list

Only calls to the primary line are received on multi-line phones (→ page 14).



Press the key shown.

Niels, Bohr

07:06 am

Select and confirm the entry you want.

The phone number associated with the list entry is dialed.

Redialing from the pop-up menu



Lift the handset.

or



Press the key shown.

Redial {1} S. Hawking

Select and confirm the option shown.

The last phone number entered is dialed.

Redialing from the idle menu

Select and confirm from the idle display context menu (→ page 25). The last phone number entered is dialed.

Redial {1} S. Hawking

Step by Step

Activating/deactivating the microphone

You can temporarily deactivate the microphone on your handset to prevent the other party from overhearing a conversation, for instance, with a colleague in the same room.

Prerequisite: You are conducting a call.

Deactivating the microphone

-  Press the key shown.

Activating the microphone

-  Press the lit key.

Step by Step

Consulting a second party

You can call a second party while a call is in progress. The connection to the first party is placed on hold.

Prerequisite: You are conducting a call.

Consult



Call the second party.

Ending a consultation call

In the pop-up menu:

Disconnect & return

The consultation call is disconnected. The call with the first party is resumed.

Cancelling a consultation call

If the called party does not answer

In the pop-up menu:

Disconnect & return

Select and confirm the option shown.

The call with the first party is resumed.

If the called party does answer

Select and confirm the option shown in the context menu for the connection to the second station.

The call with the first party is resumed.

Step by Step

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call.

Alternate?

Select and confirm the option shown in the connection's context menu.

 It does not matter which context menu is open when alternating. The "Alternate" function appears in both menus (active and passive connection).

You can switch back and forth between two subscribers by repeatedly selecting and confirming "Alternate".

Ending an alternate operation

Disconnecting the held call:

Disconnect?

Select and confirm the option shown in the held connection's context menu.

The held call is disconnected. The active call continues.

Disconnecting the active call:

Disconnect & return?

Select and confirm the option shown in the active connection's context menu.

The active call is disconnected. The held call remains on hold and can be managed via the context menu.

Step by Step

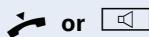
Connecting parties

You can join the first party with the party you consulted, clearing down your connection to both parties in the process.

Prerequisite: You are conducting a consultation call → page 41 and call joining must be allowed → page 43.

Complete Xfer?

or



Select and confirm the option shown in the active connection's context menu.

The active and held calls are joined. The active call and the consultation call are cleared down.

Connect by hanging up

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

Allowing call joining



User

if nec. 

Press the key shown.

Confirm.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Allow call joining

Select and confirm the option shown ( → page 131).

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Confirm.

Step by Step

Call forwarding

HiPath 8000 also supports system-based call forwarding. These functions are described on → page 102.

You should **never** combine **phone-based** call forwarding with **system-based** call forwarding in HiPath 8000.

You can forward calls for your phone to another phone.

On multi-line telephones (→ page 14), you can only configure call forwarding for the primary line.

Three forwarding conditions can be programmed in the forwarding menu:

- All Calls
- Busy
- No reply

Because of its direct impact, "All Calls" call forwarding has the highest priority followed by "No reply" and "Busy".

If active, "All Calls" call forwarding is indicated on the graphic display when the phone is idle.

Forwarded calls can be logged in a call list (see → page 30).

There are three Destination options in the **Edit call forwarding** menu. These destination options are assigned to the forwarding types.

All calls (off/on)

Destination

Busy (off/on)

Destination

No reply (off/on)

Destination

One phone number may already be assigned to each destination. The Destination option may therefore be, for example, Destination 12345.

Step by Step

Programming call forwarding

Configuring destination phone numbers for call forwarding

You can configure up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned different forwarding types. You can then enable one of the forwarding types (→ page 47).



Press the key shown.

Edit call forwarding

Destination

Edit favourites

Destination 1



Save & Exit

The pop-up menu opens:

Select and confirm the option shown.

An overview of call forwarding settings appears.

Select and confirm the option shown.

 You can use each of the three **Destination** options to save destination phone numbers for the relevant forwarding type.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Enter and confirm the destination phone number.

Define additional destination phone numbers for destination 2 to 5, as necessary.

Select and confirm the option shown.

Assigning a destination phone number to a call forwarding type



Press the key shown.

The pop-up menu opens:

Select and confirm the option shown.

An overview of call forwarding settings appears.

Select and confirm the option shown for the call forwarding condition you want.

Step by Step

08972228596

Select and confirm the required destination phone number (→ page 129).

Save & Exit

Select and confirm the option shown.

Defining the ring duration before call forwarding on no reply

You can define how often the phone should ring before "No reply" call forwarding activates (→ page 129).

Prerequisite: The phone is idle.



Press the key shown.

Edit call forwarding

The pop-up menu opens:

Duration

Select and confirm the option shown.

An overview of call forwarding settings appears.

Select and confirm the option shown.



Enter a value for the duration.

Save & Exit

Select and confirm the option shown.

Step by Step

Activating/deactivating call forwarding

( → page 129.)

Prerequisite: At least one destination phone number is programmed (→ page 45).



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

All calls

An overview of call forwarding settings appears.

or

Busy

Select and confirm the option shown.

or

No reply

Select and confirm the option shown.

On

Select and confirm "On" or "Off" in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Activating call forwarding for all calls

Use the  function key to activate call forwarding for all calls.

Prerequisite: There is at least one forwarding destination programmed → page 45.



Press the key shown.

The pop-up menu opens:

Accept

Select and confirm the option shown. The  key lights up. Call forwarding is activated.

If the phone is idle, the call forwarding icon  appears on the graphic display with the destination phone number.

Deactivating call forwarding for all calls



Press the lit key.

The pop-up menu opens:

The pop-up menu disappears after around five seconds and the  key goes out.

or

Accept

Select and confirm the option shown. Call forwarding is deactivated.

Step by Step

Callback

You can request a callback if the station called is busy or if nobody answers.

You receive a callback when the other party's line becomes free.

 This option must be activated by your service personnel.

 On multi-line telephones → page 14, only the callback requests for your primary line are logged.

Requesting callback

Prerequisite: The station called is busy or nobody answers.

In the pop-up menu:

Select and confirm the option shown.

Call back?

Deleting callback requests

You can delete scheduled callback requests if you no longer need to return a call, for example, at the end of the working day.

Prerequisite: At least one callback was requested.

Select and confirm the option shown in the idle display (→ page 25) context menu.

Cancel call backs?

m

Confirm in the pop-up menu. All callback requests are deleted.

Disconnect?

Step by Step

Responding to a callback

Prerequisite: A callback was requested. Your phone rings and station information appears on the graphic display with the callback icon.

The pop-up menu opens:

Accepting a callback

Select and confirm the option shown.

Accept?

Rejecting a callback

Select and confirm the option shown.

Reject?

The callback request is deleted. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

Forwarding a callback

Select and confirm the option shown.

Deflect



Enter and confirm the phone number.

Step by Step

Permitting a callback

Permitting callback on busy/no reply



User

Press the key shown.

if nec.

Select and confirm the option shown.

Configuration

Enter and confirm the User password.

Outgoing calls

Select and confirm the option shown.

Callback: busy

Select and confirm the option shown (→ page 128).

or

Callback: no reply

Select and confirm the option shown (→ page 128).

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Calling back missed calls

Calls received while you are absent are indicated by a message on the idle display (→ page 24). The  function key also lights up.

Missed calls are logged in the missed calls list. This list provides information on the missed call and lets you call back the number directly (call lists, see also → page 30).

 On multi-line telephones → page 14, only the calls missed on your primary line are logged.



Press the key shown.

CallLog

Select and confirm the option shown.

Missed

Select and confirm the option shown.

Niels, Bohr 20.05 10:06

Select and confirm the appropriate list entry. The phone number associated with the list entry is dialed.

Step by Step

Programmable sensor keys

The phone features a range of functions that can, if required, be programmed on programmable sensor keys.

The phone comes with six programmable sensor keys, all of which can be programmed on two separate levels.

The "Shifted" programmable sensor key, which allows you to switch between the two programmable sensor key levels, is preassigned. This programmable sensor key should be maintained where possible so you can switch between the two programmable sensor key levels.

The labels for the programmable sensor keys are displayed on the right side of the display.

The programmable sensor keys can also be programmed via the Web interface (→ page 125).

Step by Step

Programming programmable sensor keys

■ Press the sensor key you want to program until the field opens. The programmable sensor key lights up permanently ( → page 134).

or You can also program keys via the user menu.

 Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Phone

Select and confirm the option shown.

Program keys

Select and confirm the option shown. You are prompted to press the key you wish to program.

■ Press the sensor key you want to program until the field opens. The programmable sensor key lights up permanently ( → page 134).

Normal

Select and confirm the option shown to program the first level.

or

Shifted

Select and confirm the option shown to program the second level.

Do not disturb

Select and confirm the required function in the list (for instance Do not disturb).

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

Save & Exit

Select and confirm the option shown.

Step by Step

Programming enhanced functions

Enhanced repertory dialing



Press the sensor key you want to program until the field opens. The programmable sensor key lights up permanently (→ page 134).

Normal

Select and confirm the option shown to program the first level for instance.

Repertory dial

Select and confirm the required function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Setting

Enter and confirm the label you want.



Select and confirm this option to enter a destination phone number.

Enter and confirm the station's destination phone number.

You can select and insert special characters in the dialing sequence:

- ¬« Clear call
- ~ Make consultation
- ¬» Make normal call
- ¬-- Pause

The pop-up menu also offers the following functions:

- Move cursor right and left
- Copy
- Paste
- Mode selection
- Cancel
- OK

Save & Exit

Select and confirm the option shown.

Step by Step

Feature toggle

Can only be used for Hunt group functions ( → page 135).

■ Press the sensor key you want to program until the field opens. The programmable sensor key lights up permanently ( → page 134).

Normal

Select and confirm the option shown to program the first level for instance.

Feature toggle

Select and confirm the required function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

Setting

Select and confirm this option to enter a code.



Enter and confirm the code, for example: *96 (contact your service personnel).

Save & Exit

Select and confirm the option shown.

Forwarding

■ Press the sensor key you want to program until the field opens. The programmable sensor key lights up permanently ( → page 134).

Normal

Select and confirm the option shown to program the first level for instance.

Forward all calls

Select a forwarding type:

- Forward all calls
- Forward no reply
- Forward busy

Select and confirm the function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Accept or edit the label and confirm.

Setting

Select and confirm this option to enter the forwarding destination.



Enter and confirm the phone number of the forwarding destination.

Save & Exit

Select and confirm the option shown.

Step by Step

Immediate ring

This function allows you to switch the preset delay (→ page 87) on and off for all line keys.

Using programmable sensor keys

The use of programmed functions depends on the phone's status. The relevant display appears once you have pressed a programmable sensor key.

Example 1: Accessing a stored contact or phone number

Prerequisite: The idle menu is displayed on the graphic display.

- Press the programmable sensor key for the stored contact until the connection setup procedure appears on the graphic display. The programmable sensor key lights up.

Example 2: Deactivating the ring tone for incoming calls

- Press the "Ringer off" programmable sensor key. The programmable sensor key lights up.
The ring tone is deactivated. In this case, the programmable sensor key flashes when an incoming call is received.

Step by Step

Enhanced phone functions

Incoming calls

Rejecting a call

You can reject an incoming call.

In the pop-up menu:

Reject

Select and confirm the option shown.
The caller hears a busy signal.

 If the rejected caller's phone number is transmitted, it is saved in the call list. You can then call this party back at a later time.

Deflecting a call

Using call deflection

Prerequisite: An incoming call is displayed or signaled.

In the pop-up menu:

Deflect

Select and confirm the option shown.
The call is immediately deflected if a destination phone number is programmed (→ page 59).

or

If you did not set a phone number when programming call deflection, a pop-up menu appears prompting you to enter a destination phone number for call deflection.



Enter and confirm the destination phone number.
The call is deflected.

Step by Step

Permitting call deflection

( → page 130.)



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Deflecting

Select and confirm the option shown.

Allow deflection

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Default destination

Select and confirm the option shown.



Enter and confirm the phone number to which the station should be deflected.

 Entering a destination phone number is not mandatory when call deflection is active. If you want to deflect an incoming call, you are prompted to enter a destination phone number if there is none stored.

Save & Exit

Select and confirm the option shown.

Deflecting to a DSS number

A call can be deflected to a direct station selection (DSS) subscriber using the DSS key, if the key is configured and the deflect function is activated by service personnel → page 85. In this case, the

Deflect to DSS

line contains the information **Yes**.

Step by Step

Placing a call on hold

You can use this function to place an ongoing call on hold, for instance, to prevent the other party overhearing a conversation with a colleague in the same room. The "Hold" function must be activated by the service personnel.

Prerequisite: You are conducting a call.

Hold

Select and confirm the option shown in the connections's context menu.

Retrieving a held call:

Reconnect

Select and confirm the option shown in the connections's context menu.

Using line keys

On multi-line telephones you can use the line keys to place ongoing calls on hold.



Press the corresponding line key. The line key LED starts flickering. The call is now on hold.



Retrieving a held call:

Press the corresponding line key. The line key LED lights up. The call is retrieved.

 The LED display → page 20 or status display on the "Overview" tab → page 28 indicates to other multi-line telephones on which this line is also configured, that the call is on hold. These phones can then pick up the call.

Step by Step

Held call wait status

After placing a call on hold, you can replace the handset and then decide if the call should be retrieved or disconnected.

Prerequisite: You placed a call on hold and replaced the handset.

In the pop-up menu:

Select and confirm the option shown to resume the call in speakerphone mode.

or

Retrieve held call

Disconnect

or

Select and confirm the option shown to disconnect the call.

Activating/deactivating the hold reminder tone



User

if nec.

Configuration

Connected calls

Allow hold rem.

Yes

Save & Exit

Press the key shown.

Select and confirm the option shown.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown (→ page 131).

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Setting the hold reminder time

Use the "Hold reminder" function to set the time after which you want to receive an automatic reminder about a held call.

The minimum value is 3, that is, the reminder is output after three minutes. The maximum value is 15 minutes.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Hold rem. delay

Select and confirm the option shown (→ page 131).



Enter a value between 3 and 15 and confirm.

Save & Exit

Select and confirm the option shown.

Music on hold

Music on hold is played back when you are placed on hold by another party, providing this option is active.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Music on hold

Select and confirm the option shown (→ page 131).

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Call waiting (second call)

You can accept a second incoming call in the course of an ongoing call. The caller hears the on-hook signal while you hear a call-waiting signal tone.

You can ignore or accept the second call. Before you accept the second call, you can end the first call or place it on hold for subsequent retrieval.

You can block the second call or the signal tone (→ page 65).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 65).

In the pop-up menu:

Accept

Select and confirm the option shown.

You can talk to the second party.

The connection to the first party is on hold.

Disconnect & return

Select and confirm the option shown in the second call's context menu.

The call with the second party is disconnected and the connection to the first party is retrieved.

Rejecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 65).

In the pop-up menu:

Reject

Select and confirm the option shown.

The second call is rejected. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

Step by Step

Deflect



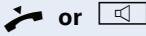
Deflecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 65).

In the pop-up menu:

Select and confirm the option shown.

Complete Xfer



Connecting parties

Select and confirm the option shown in the active connections context menu. The other two parties are now connected to one another. You can now hang up or dial another number for instance.

or **Connect by hanging up**

Prerequisite: Connect by hanging up is activated (contact your service personnel).

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

Step by Step

Allowing call waiting

→ If the Call waiting (second call) function is deactivated, a caller hears the busy signal if you are already conducting a call.

Prerequisite: The option was programmed by your service personnel.



User

if nec.

Configuration

Incoming calls

Handling

Allow call waiting

Yes

Save & Exit

Press the key shown.

Select and confirm the option shown.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown (→ page 130).

Select and confirm the option shown.

Select and confirm the option shown.

Step by Step

Transferring a call

You can transfer your current call to another party with or without consultation.

Blind transfer

Prerequisite: You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (→ page 67).

Blind transfer

Select and confirm the option shown in the connections's context menu.



Enter and confirm the phone number of the second party to whom you want to transfer the call.

The graphic display returns to idle following successful transfer.

Transferring with consultation

You can announce a call to a recipient before transferring it.

Prerequisite: You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (→ page 67).

Consult

Select and confirm the option shown in the connections's context menu. The call is placed on hold.



Enter the phone number of the party to whom you want to transfer the call.

Dial

Confirm.

Step by Step

Complete Xfer

If the party answers:

Announce the call you want to transfer.
Select and confirm the option shown in the connections's context menu.

Complete transfer

If the party does not answer:

You do not have to wait for the second party to answer before you can transfer the call.

Select and confirm the option shown in the connections's context menu.

or

Replace the handset or, if speakerphone mode is active, press the lit  key to transfer the call.

If the party does not answer, you will be called back by the first party.

Allowing call transfer



User

Press the key shown.

if nec. 

Select and confirm the option shown.

Configuration

Enter and confirm the User password.

Connected calls

Select and confirm the option shown.

Allow call transfer

Select and confirm the option shown.

Yes

Select and confirm the option shown ( → page 131).

Save & Exit

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Allowing "Transfer on Ring"

If this option is allowed, you can activate call transfer by replacing the handset even before the called party answers ( → page 128).

Press the key shown.



User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Transfer on ring

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

CTI calls

Beep on auto-answer

Speakerphone mode activates automatically on your phone if you use a CTI application (such as Outlook) to dial a number when Auto Answer is active. If Auto Answer is not active, the phone rings first and you have to press the loudspeaker key or lift the handset to set up the call. This setting also defines whether or not incoming calls are automatically accepted. An alert beep sounds when an incoming call is automatically accepted, if the function is active → page 130.

Prerequisite: The option was programmed by your service personnel.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

CTI calls

Select and confirm the option shown.

Auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Beep on auto-reconnect

When active, this option lets you resume a held call with either the CTI application or phone. A beep sounds when you toggle between an active call and a held call if the function is active.

Prerequisite: The option was programmed by your service personnel.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

CTI calls

Select and confirm the option shown.

Auto-reconnect

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-unhold

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Making calls

Dialing with the DDS key

You can program frequently used phone numbers on programmable keys (→ page 53). If you press a direct destination selection key for around three seconds, the associated contact or phone number appears and dialing is initiated.

Prerequisite: A direct destination key is programmed
→ page 53.



Press the programmed DDS key. Dialing is initiated.

Dialing a phone number from a list

The following call lists are available in the "CallLog" directory:

- Missed
- Dialled
- Missed
- Forwarded

 For a detailed description of the call lists, see
→ page 30.



Press the key shown.

CallLog

Select and confirm the option shown.

Dialled

Select and confirm the required call list.

Niels, Bohr

07:06am

Select and confirm the entry you want. The phone number associated with the list entry is dialed.

Step by Step

Using autodial delay

A number is automatically dialed after a set delay starting from the entry of the number's last digit. The autodial delay can be used:

- when dialing in idle mode
- when deflecting an incoming call
- when setting up a consultation call
- when transferring an answered call.

The delay can be reduced by performing one of the following activities:



- Press the key shown. This always works.



- Lift the handset. This only works if the phone number was entered when the phone was idle or if it was entered for a consultation call when the handset was off hook.



- Press the key shown. This only works if the phone number was entered when the phone was idle and the loudspeaker key was not lit or if the phone number was entered for a consultation call and the loudspeaker key was not lit.

 If an emergency number is preset by your service personnel, the autodial delay for this phone number is reduced to one second.

Settings for autodial delay

 → page 128

 The setting does not affect automatic emergency number dialing.

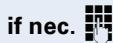
If you select **Autodial delay**, you must either confirm the "Dial" option, press the loudspeaker key or wait until the autodial delay expires to set up a call when dialing with the handset on hook.

Step by Step



Press the key shown.

User



Select and confirm the option shown.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Autodial delay



Select and confirm the option shown.

Specify a value and confirm your entry.

Save & Exit

Select and confirm the option shown.

Allowing "Busy When Dialing"

If you activate this function, an incoming call received while you are performing dialing is rejected. The caller then hears the busy signal (→ page 128).



Press the key shown.

User



Select and confirm the option shown.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Busy when dialling

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Conference

A conference is also referred to as a three-party or local conference. It involves up to three participants.

Prerequisite: You are conducting a consultation call → page 41 or have accepted a second call → page 63, and the conference function is active → page 75.

Establishing a conference

→ You can initiate a conference by calling the "Conference" function in the context menu of either the active or held call.

Conference?

Select and confirm the option shown in the connection's context menu. You are connected to both parties at once.

Conducting one-on-one calls

Party

Select the connection you want to clear down on the display.

Disconnect

Select and confirm the option shown in the context menu. You are now involved in a one-to-one call with the remaining call party.

Ending a conference call

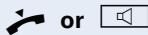
Allowing call partners to continue a conference after you exit

Prerequisite: The "Allowing joining in conferences (" function is activated.

Exit Conf?

Select and confirm the option shown in the "Conference" context menu.

or



Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call.

Step by Step

End Conf?



User

if nec.

Configuration

Connected calls

Allow conferences

Yes

Save & Exit

Disconnecting a party

Select and confirm any of the connections in the context menu.

Both connections are cleared down – the conference is cleared down.

Allowing a conference

This option allows or blocks the "Conference" function.

Press the key shown.

Select and confirm the option shown.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown (→ page 131).

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Allowing joining in conferences

With this option, you can allow or block both of your call partners from continuing the call after you exit the conference call.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Join in conferences

Select and confirm the option shown (→ page 131).

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Call lists

For a detailed description of the different call lists, see → page 30.

Editing entries

select entry



CallLog

Press the key shown.

Select and confirm the option shown.

Missed

Select and confirm the "Missed calls" list for example.

The list is sorted chronologically; the last caller entered is listed as the first entry.

You can use the **touch guide** to scroll through the list.

Select the list entry.

Niels, Bohr 22.05 13:22

View details

Details

Select and confirm the option shown in the context menu.

For display and information shown → page 31

Delete

Delete entry

Select and confirm the option shown in the context menu.

The entry is deleted.

Delete all entries



CallLog

Press the key shown.

Dialled

Select and confirm the option shown.

Options

Select and confirm the "Dialed calls" list for example.

Delete All

Select the option shown.

Select and confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Step by Step

Making and receiving calls using multi-line phones

You can use your OpenStage 40 as a multi-line phone. If you have any questions regarding how to configure your OpenStage phone as a multi-line phone, please contact your service personnel.

The following is a description of the telephony scenarios for multi-line phones. To facilitate comprehension, you should familiarize yourself with the enhanced telephony application and how to use the line keys beforehand. Furthermore, you can specify individual settings for your multi-line telephone. Refer to the following sections for a detailed description of the individual components:

- Introduction to multi-line phones → page 14
- Lines and line keys → page 19
- Multi-line telephony interface → page 28
- Individual settings → page 86

Step by Step

Incoming calls

Depending on your individual settings, you will be notified of incoming calls → page 124.

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone. See → page 35 and → page 58.

Accepting calls for secondary lines

Prerequisite: The secondary line is configured on your multi-line telephone.

Using the handset



Lift the handset.



Conduct call.

→ The line that rings is automatically selected. If calls are ringing on more than one line, you will be connected to the line that has been ringing the longest.

Using the line keys



Press the blinking line key.

Speakerphone mode.

Accept

Select and confirm the option shown.

Speakerphone mode.

Step by Step

Making calls

You must seize a line before you can make calls on a multi-line telephone.

Trunk seizure can be configured on an individual basis. Your service personnel can determine if the lines on your telephone can be automatically seized and with which priority.

 If you have seized a secondary line, this line is reserved for you for making calls for a specific period as defined by the service personnel. No other user who has this line assigned to their telephone can seize this line during this period.

Manual trunk seizure

 or  or 

Lift the handset or press the speakerphone mode or headset key.

 or

Press the required line key.



Press the key shown to open the **Overview** tab
→ page 28.

Line 2

Select and confirm the required line (e.g. line 2). The selected line is displayed on the screen.



Enter the phone number or use redial, for example. The connection is set up.

Automatic trunk seizure

Prerequisite: Your service personnel has configured automatic trunk seizure.

 or  or 

Lift the handset or press the speakerphone mode or headset key.



The line defined during configuration is seized.



Enter the phone number. The connection is set up.

Step by Step

Dial last dialed number

The last number dialed on your telephone (regardless of the line used for the call) is displayed for redialing via the context menu of the selected number.

 or  or 



Lift the handset or press the speakerphone mode or headset key.

Press the required line key. (→ page 80).

In the pop-up menu:

Redial {1} 12345

Confirm. The connection is set up.

Step by Step

During calls

Making and receiving calls on a single line

If you only use one line on your multi-line telephone to make calls, and you receive calls on the same line, the phone operates in the same way as a single-line telephone:

- Redialing → page 39
- Consultation → page 41
- Alternating → page 42
- Callback → page 49
- Hold → page 60
- Call waiting (second call) → page 63
- Transferring a call → page 66
- Conference → page 74

Functions available exclusively for the primary line:

- Call lists → page 30
- Voicemails → page 29
- Call forwarding → page 44
- Do not disturb → page 91

 Depending on your individual settings, you will be notified of incoming calls → page 89.

Step by Step

Making and receiving calls with multiple lines

Incoming call on another line when dialing a number

Prerequisite: You are in the process of dialing a number (→ page 80). At the same time, a call is incoming on another line.

You can answer the call as normal (→ page 79).

The line on which dialing is initiated is placed on hold while you answer the call.

When you have finished the call, dialing is automatically resumed on the held line.

Accepting a waiting call

→ Depending on the settings for "Rollover", you will be notified of incoming calls → page 89.

Prerequisite: You are conducting a call. At the same time, a call is incoming on another line.



Call on line 1.



In the pop-up menu for line 2:

Accept

or



Press the line key for line 2. The call on line 1 is placed on hold.

→ All multi-line users that share the line on which the call is being held (→ page 20) can now pick up the held call. To prevent other users from answering the held call, you must place the call on "Consultation" → page 41.



Conduct call on line 2.



End call on line 2.



Press line key for line 1.



Retrieve call on line 1.

Step by Step

Direct station selection key

Apart from line keys, service personnel can also configure direct station selection (DSS) keys. You can use a DSS key to call an internal station directly, pick up calls for this station or forward calls directly to it.

Calling a station directly

You cannot use DSS if the user is on another call (flashing LED).

Calling from the idle menu

Press the relevant DSS key.



or



Press the key shown to open the **Overview** tab
→ page 28.

DSS call 1

Select and confirm the DSS line. The key lights up and a connection is established.

→ Service personnel can configure the DSS key so that the connection is also established when the DSS station has activated do-not-disturb or call forwarding.

Consultation with the DSS station

Prerequisite: You are conducting a call and service personnel have configured the DSS key for consultation.

Press the relevant DSS key for the consultation. The key lights up and a connection is established. If the station answers, you can toggle, transfer the first call or initiate a conference.

→ If service personnel have configured transfer instead of consultation, you can only transfer the current call to the DSS station.

Step by Step

Call pickup

You can pick up calls for another DSS station. If a call is waiting on their line, the LED flashes.

Indirect pickup

Prerequisite: The auto-answer function must be deactivated → page 69.



Press the direct station selection key. The call is routed to your primary line and rings.



Lift the handset or press the speakerphone mode or headset key. You are connected with the other party.

Rejecting a call

Prerequisite: Service personnel must activate the reject option for DSS keys and auto-answer must be deactivated → page 69.



Press the direct station selection key. The call is routed to your primary line and rings.

Reject

Select and confirm the option shown in the pop-up menu.

The caller hears a busy signal.

Direct pickup

Prerequisite: The auto-answer function must be activated → page 69.



Press the direct station selection key. The call is routed to your primary line and you are immediately connected with the other party via speakerphone.

Deflecting a call to a DSS station

Prerequisite: The deflect function must be approved for DSS keys (see → page 59).

If you receive a call on one of your lines, you can immediately deflect it to the DSS station.



Your phone rings and a line key flashes.



Press the relevant DSS key. The call is deflected to the DSS station. If the DSS station does not answer, you can pick up the call by pressing the DSS key.

Step by Step

Settings for multi-line phones (keyset)

The details for each keyset line contain supplementary information for the user. The following uneditable fields are displayed:

- Address
 - Displays the phone number for the line
- Ring on/off
 - Shows whether the ringer is activated for this line
- Selection order

Displays the priority of each line seizure when the handset is lifted or the loudspeaker key for this line is pressed

Displaying the line in the overview

Specify here if the selected line should be displayed in the line overview.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Keyset

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Line 1

Select and confirm the required line (e.g. line 1).

Allow in overview

Select and confirm the option shown (→ page 132).

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the time for a delayed ringer

Specify the length of time before a held call should be signaled on a line.



User

Press the key shown.

if nec.

Select and confirm the option shown.

Configuration

Enter and confirm the User password.

Keystet

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Line 1

Select and confirm the required line (e.g. line 1).

Ring delay

Select and confirm the option shown.



Save & Exit

Enter and confirm a delay value (→ page 132).

Select and confirm the option shown.

You can activate and deactivate the set delay time for all line keys using a function key → page 57.

Step by Step

Configuring the line overview display

Specify here the sequence in which the individual lines in the line overview should appear on the display.



Press the key shown.

User

if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Keyset

Select and confirm the option shown.

Overview

Select and confirm the option shown.

All lines that are displayed in the overview (→ page 86) are listed.

Line 1

Select and confirm the required line (e.g. line 1).

Select one of the following options from the context menu to move an individual line:

- Move up
- Move down
- Move to top
- Move to bottom

or

Use FPK order

Select and confirm the option shown to arrange the lines in the same sequence as the line keys

or

Add all lines

Select and confirm the option shown to display all line keys in the overview.

The setting made for "Allow in overview" (→ page 86) is disregarded here.

Save & Exit

Select and confirm the option shown.

Step by Step

Rollover for a line

Your service personnel can determine how rollover calls are to be signaled.

Only the relevant line key blinks.



or



or



You hear a **special advisory tone** via the currently active microphone and the corresponding line key blinks.

You hear the **configured ringer melody briefly** (approx. 3 seconds) via the loudspeaker and the corresponding line key blinks.

 The ringer melody is not played in speakerphone mode.



The telephone rings using the configured call signal, the corresponding line key blinks, and a pop-up menu containing the available information is displayed.

Step by Step

Privacy/security

Deactivating the ringer

You can deactivate your ring tone if you do not want to be disturbed by your phone ringing.



Hold down the key shown.

The "Ringer off" icon appears in the status bar on the idle display → page 23.



Hold down the key once again to reactivate the ringer. The icon disappears.

You can also switch the function on and off using the option in the idle menu.

Ringer off?

or

Deactivating the ring tone using a programmable sensor key

Prerequisite: The "Ringer off" programmable sensor key must be programmed (→ page 53).



Press the "Ringer off" programmable sensor key.

An incoming call is signaled by a single ring tone burst.



The programmable sensor key blinks.



Press the lit programmable sensor key once more to deactivate the "Ringer off" function.

Step by Step

Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal.

 On multi-line telephones (→ page 14) you can only activate the "Do not disturb" function for your primary line.

Prerequisite: A programmable key must be assigned the function "DND" (Do Not Disturb) (see → page 53). "Do not disturb" must be activated (→ page 92).

Enabling do not disturb via a key



Press the "Do not disturb" programmable key.



The programmable key blinks to signal incoming calls. The caller hears the busy signal. Calls for pickup groups are however connected.



Press the lit programmable key once more to deactivate the "Do not disturb" function.

 You can also use the programmable key to activate the "Do not disturb" function during a call or deactivate it when an incoming call is being signaled.

or

Enabling do not disturb via the idle menu

Do not disturb on

Select and confirm the option shown in the idle menu. The do not disturb icon appears in the header.

or

Do not disturb off

Select and confirm the option shown in the idle menu. The "Do not disturb" icon is deleted.

Step by Step

Allowing "Do not disturb"



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Handling

Select and confirm the option shown.

Allow DND

Select and confirm the option shown ( → page 130).

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Security

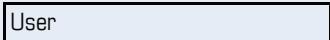
Changing the User password

Your User password protects your individual configurations, including your language settings. You can also use the User password to lock your telephone → page 94.

 The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password protected.



Press the key shown.



Select and confirm the option shown.



Change and confirm User password.



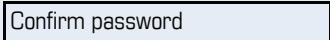
Select and confirm the option shown.



Select and confirm the option shown.



Specify a new password (at least six characters, text entry, see → page 22) and confirm your entry.



Select and confirm the option shown.



Enter the password again and confirm.



Select and confirm the option shown.

 The User password can also be modified via the Web interface (→ page 136).

Step by Step

Locking the phone

You can lock your phone to protect it against unauthorized access. In this way, no one can make calls or change your user settings unless they know your user password.

Predefined numbers from the dial plan can still be dialed when the phone is locked. For more information, contact your administrator.

If an emergency number is entered by service personnel, "Emergency call" appears on the display when you use the line on a locked phone.

 You can only lock the phone if you set a user password (→ page 93). The password for this should not match the default "000000".

Activating the phone lock



Press the key until "Phone lock: Confirm locking the phone" appears.

Confirm lock

or



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the User password.

Security

Select and confirm the option shown.

Phone lock

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown. The phone is locked.

Step by Step

Unlock phone

Unlocking the phone

Confirm.

or

If the display is empty,



Hold down the key shown until "Unlock phone Enter Password" appears.



Enter and confirm the User password. The phone is unlocked if the password is correct.

Step by Step

Mobility function

Prerequisite: Your phone is configured to support mobility by service personnel. A DLS server is available in the LAN and its address is entered in the phone.

Mobility scenarios

When you log on to your phone, or any other mobility-enabled phone, the following scenarios are possible:

Logging on and off at the same phone

- Log on as a mobility user → page 97.
- Log off as a mobility user → page 98.

Logging on and off at different phones

In these cases, service personnel may have made the following settings:

- Log on at a remote phone with forced logon, when the user is still logged on at that phone → page 99.
- Delayed logon at a remote phone with forced logon, when the user is still logged on at that phone and the phone is busy → page 100.

Step by Step

Logging on and off at the same phone

Logging on to the phone

No other mobility user is logged on.

Logon via a key

If one of the program keys is configured for the mobility function.



or

Mobile logon

Press the "Mobility" program key.

Logon via a menu

Select and confirm the option shown in the telephony interface context menu (→ page 25).



The **Mobility logon** dialog appears.

Mobility ID

Select and confirm the option shown.



User password

Enter and confirm the mobility code (generally your official phone number).

Select and confirm the option shown.

Enter the user password and confirm with OK (select the input mode if necessary).

Logon

Select and confirm the option shown in the context menu.

The following messages appear on the display:

- Logging on mobile user
- Validating
- Registering
- Downloading user data

Once the logon is complete, the mobility program key LED lights up and the mobility icon  appears in the graphic display next to the mobile phone number.

Step by Step

Logging off from the phone

Prerequisite: You are logged on as a mobility user.



or

Press the "Mobility" program key.
Log on via the telephony interface context menu
→ page 27

Mobile logoff

or

Select and confirm the option shown. The logoff procedure starts immediately.

If you need to enter a password, the following message appears:

"Mobility logoff User password required"

Please Enter Password

Select and confirm the option shown. You will see the prompt, "Please enter mobility password".



Please enter user password.

Please Enter Password

Select and confirm the option shown.

→ If you enter the password incorrectly, the following message appears: "User password invalid". You can cancel the function or retry the user password.

The logoff procedure begins. In the graphic display, the following messages appear:

- Logging off mobile user
- Uploading user profile
- Registering
- Downloading user data

After you have logged off, the mobility icon  is hidden.

Step by Step

Logging on at different telephones

If the user is already logged on at another phone and "Logon with forced logoff" is deactivated for the mobility user, the logon is rejected.

Logging on with forced logoff at a remote phone

If the user is already logged on at another phone and the remote phone is busy, the logon is rejected.

If the additional setting "Forced logoff during call" is made by service personnel without entering a time, the system does not take into account whether the remote phone is busy or not.

Logon via a key

If one of the program keys is configured for the mobility function.



or

Mobile logon

Press the "Mobility" program key.

Logon via a menu

Select and confirm the option shown in the telephony interface context menu → page 27.

The **Mobility logon** dialog appears.

Mobility ID

Select and confirm the option shown.



User password

Enter and confirm the mobility code (generally your official phone number).



Logon

Select and confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown.

Step by Step

The following mobility messages appear in the display:

- Validating
- Logging off elsewhere
- Registering
- Downloading user data

The logoff is simultaneously displayed on the remote phone. Once the logon is complete, the mobility program key LED lights up and the mobility icon appears in the graphic display.

Logging on with forced, delayed logoff at a remote phone

When the remote phone is busy and service personnel have configured "Forced logoff during call" with a delay, forced logoff only occurs once this time has elapsed.

Logon via a key



Press the "Mobility" program key. You are prompted to enter your mobility password.

or

Logon via a menu

Mobile logon

Select and confirm the option shown in the telephony interface context menu → page 27.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



Enter and confirm the mobility code (generally your official phone number).

User password

Select and confirm the option shown.



Enter and confirm the user password.

Logon

Select and confirm the option shown.

The following mobility messages appear in the display:

- Validating
- Logging off elsewhere

Step by Step



At the same time, the graphic display on the busy remote phone shows "Forced logoff pending". After a time set by the service personnel, the active call is ended and the remote logon is performed.

- Registering
- Downloading user data

Once the logon is complete, the mobility program key LED lights up and the mobility icon appears in the graphic display .

Step by Step

HiPath 8000 functions

The System supports a number of functions that you can activate and deactivate from your phone.

 On multi-line telephones, the full scope of HiPath 8000 functions is only available for the primary line.

Feature toggle key

You can pick a programmable sensor key and program it as a feature toggle key for activating the "make line busy" and "stop hunt" functions.

You can then use the programmable sensor key to activate or deactivate the relevant System function on the server.

You can only program first-level programmable sensor keys because those linked to LEDs are used to display function status as either **on** (LED on) or **off** (LED off). The LED indicates the status of the function on the server and can therefore change without any of the programmable sensor keys being pressed.

If one of the programmable sensor keys is pressed, you can see the status of the function on the graphic display.

Example:

Switching between "Line busy" and "Line free" (see also → page 114).

Prerequisite: Your service personnel configured a programmable sensor key with the function "Busy" ("make line busy" for the hunt group) → page 56.

 Press the programmable sensor key.

"Line busy" appears on the graphic display, for instance, and the key lights up.

 Press the lit programmable sensor key once again to release the line.

"Line free" appears on the graphic display.

Step by Step

Using system call forwarding

This section describes the system call forwarding functions in System. These functions are activated with feature codes. You can also program a frequently used function on a programmable sensor key.

→ All call forwarding types described in this section refer to system call forwarding which is controlled by HiPath 8000.

Never combine **phone-based** call forwarding with **system** call forwarding.

Call forwarding busy line

With **Call forwarding busy line** (CFBL), you can use a feature code to activate or deactivate forwarding for calls received on a busy line and define a forwarding destination.

→ Your service personnel may also have configured a permanent forwarding destination so that calls are automatically forwarded to this fixed phone number as soon as you activate CFBL forwarding.

Activating



Lift the handset.



Enter the code, for example, *90 (contact your service personnel).

or

if you also want to set the forwarding destination



enter the code with a phone number, for example *901234567 to deactivate call forwarding.



You hear a confirmation tone.

Deactivating



Lift the handset.



Enter the code, for example, *91 (contact your service personnel) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step

Call forwarding don't answer

With **Call forwarding don't answer** (CFDA), you can use a feature code to activate call forwarding to another number if the handset is not picked up after a certain number of rings (2 to 7).

You can use the feature code to activate/deactivate this function and define a forwarding destination.

 Your service personnel may also have configured a permanent forwarding destination so that calls are automatically forwarded to this fixed phone number as soon as you activate CFDA forwarding.

Activating



Lift the handset.



Enter the code, for example, *92 (contact your service personnel).

or

if you also want to set the forwarding destination



Enter the code with a phone number, for example, *901234567 to activate call forwarding.



You hear a confirmation tone.

Deactivating



Lift the handset.



Enter the code, for example, *93 (contact your service personnel) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step

Call forwarding unconditional

With **Call forwarding unconditional**, all incoming calls are forwarded to a different destination. You can use the feature code to activate/deactivate this function and define a forwarding destination.

Activating



Lift the handset.



Enter the code, for example, *72 (contact your service personnel).



Wait until you hear the confirmation tone.



Enter the number of the phone to which you want to forward the calls.



Wait until you hear the confirmation tone.

If the "Courtesy call" function is active, the System dials the phone to which you forwarded your calls.

- If the party at this phone answers, you can inform him or her that your calls are being forwarded.
- If the party does not answer or the station is busy, activate the feature once again. If you complete this operation within two minutes, you will hear the confirmation tone followed by the dial tone. System does not output an acoustic signal to inform the other party at the forwarding destination about the second activation.

If **Call forwarding unconditional** is active, calls forwarded when the line is idle are signaled by a short ring burst (around 0.5 seconds) at the forwarded station. This is a reminder that this feature is active.

Deactivating



Lift the handset.



Enter the code, for example, *73 (contact your service personnel).

Step by Step

Call forwarding selective

With **Call forwarding selective**, you can create a list of phone numbers (selection list) that should be automatically forwarded. If a caller's phone number matches an entry in this list, the call is transferred to the forwarding number. A forwarding number can be:

- another phone or another party
- a voice mailbox
- an announcement service.

If the caller's number is not in the call forwarding list, your phone rings as usual.

Activating



Lift the handset.



Enter the code, for example, *63 (contact your service personnel).

You are requested to add members to a list and then activate the property accordingly. The list can also be managed by your service personnel.

Deactivating



Lift the handset.



Enter the code, for example, *83 (contact your service personnel).



You hear a confirmation tone.

Step by Step

Making anonymous calls

Your service personnel decides whether or not your caller ID (name and phone number) is displayed on a called party's station. **Anonymous** calling is when your data is not transmitted. The settings configured can be deactivated, however, for specific calls.

→ • If your caller ID is transmitted: your caller ID is displayed.
 • If your caller ID is suppressed: "Private" is displayed.

Deactivating anonymous calling

If your service personnel permanently activated **anonymous calling** for your phone, you can deactivate this setting as follows:



Lift the handset.



Enter the code, for example, *64 (contact your service personnel) to transmit the caller information.



You hear a confirmation tone.

Activating anonymous calling

If your service personnel activated caller ID transmission for your phone, you can deactivate this setting as follows:



Lift the handset.



Enter the code, for example, *45 (contact your service personnel) to suppress the caller ID.



Wait until you hear the confirmation tone.

Caller ID transfer is suppressed. "Private/Anonymous" appears on the called party's display instead of the caller ID.

Step by Step

Temporarily activating anonymous calling for the next call

If your service personnel activated caller ID transmission for your phone, you can deactivate this setting for the next call as follows:



Lift the handset.



Enter the code, for example, *68 (contact your service personnel).



Wait until you hear the confirmation tone.



Dial the phone number of the party you want to contact.

Caller ID transmission is reactivated after this call.

Temporarily deactivating anonymous calling for the next call

If your service personnel suppressed caller ID transmission for your phone, you can enable this setting for the next call as follows:



Lift the handset.



Enter the code, for example, *67 (contact your service personnel).



Wait until you hear the confirmation tone.



Dial the phone number of the party you want to contact. When you end this call, caller ID transmission is suppressed once again for the next call.

Step by Step

Creating a list for selective calls

For call acceptance

You can create a list of the phone numbers from which you are willing to accept calls (also known as a selection list). Your service personnel know how long this list may be in the System used on site in your facility.

A connection is set up if a caller's phone number matches a number in the selection list. If the caller's number does not appear in the list:

- the caller receives a message that the party refuses to accept any calls from this number,
- or • the call is forwarded to an external phone number.

Contact your service personnel for information on how your System is configured on site.



Lift the handset.



Enter the code, for example, *27 (contact your service personnel).

Various announcements deliver the following information:

- the name of the feature (selective call acceptance)
- the current status (active or inactive)
- the current scope of the selection list.

These announcements are followed by acoustic user prompts that let you:

- add entries to the selection list
- delete entries in the selection list
- check the selection list
- activate or deactivate the function.

Step by Step

For call rejection

As for selective call acceptance, you can create a selection list with the phone numbers of parties from whom you are not willing to accept calls. Your service personnel know how long this list may be in the System used on site in your facility.

A call is not connected if the caller's phone number matches a number in the selection list; the caller is notified that the called party rejects calls from this number. If the caller's number is not in the selection list, the call is to you as usual.



Lift the handset.



Enter the code, for example, *60 (contact your service personnel).

Various announcements deliver the following information:

- the name of the feature (selective call rejection)
- the current status (active or inactive)
- the current scope of the selection list.

These announcements are followed by acoustic user prompts that let you:

- add entries to the selection list
- delete entries in the selection list
- check the selection list
- activate or deactivate the function.

Step by Step

Anonymous calls

Rejecting

You can reject all calls from parties that activated a data protection feature (for example, caller ID suppression) to prevent their phone number from being transmitted. In this case, you are not informed that a call was rejected.



Lift the handset.



Enter the code, for example, *77 (contact your service personnel).

Accepting

You can also accept calls from parties that activated a data protection feature (for example, caller ID suppression) to prevent their phone number from being transmitted.



Lift the handset.



Enter the code, for example, *87 (contact your service personnel).

Step by Step

Using abbreviated dialing

Abbreviated dialing gives you access to a central list of frequently dialed phone numbers.

Single-key abbreviated dialing

This function lets you dial frequently dialed numbers faster by simply pressing a numerical key. You can enter eight phone numbers in this list. This list is managed by the service personnel.



Lift the handset.



Enter the code, for example, *74 (contact your service personnel), followed by the digit (2 to 9) for the phone number. The number is automatically dialed.

Two-key abbreviated dialing

This function lets you dial frequently dialed numbers by simply pressing numerical keys. As these involve two-digit numbers, you can store up to 30 phone numbers. This list is managed by the service personnel.



Lift the handset.



Enter the code, for example, *75 (contact your service personnel), followed by a number between 20 and 49 for the phone number you want to dial.

The number is automatically dialed.

Tracing a call

You can have the last incoming call automatically traced. This is used in particular to identify malicious, bothersome or troublesome calls.



Lift the handset.



Enter the access code, for example, *57 (ask your service personnel).



You hear a confirmation tone. The phone number of the last incoming call is displayed.

Step by Step

Group functions

To ensure optimum handling of specific calls, your telephone can be assigned to a pickup group and/or a hunt group.

Call pickup groups

Your service personnel can incorporate multiple telephones in a call pickup group. If your telephone is assigned to a pickup group, you can also accept calls intended for other members of the group. Your telephone can only be assigned to one call pickup group at any one time.

If you want another member of the group to pick up an incoming call, simply ignore the call.

Your service personnel can configure a call pickup group as follows:

Notification:

Calls to a call pickup group are signaled in the same way as other calls. However, the menu option "Pickup call" appears instead of "Answer call". In addition, the caller and the call destination are displayed on the graphic display. Requests for call pickup groups take priority over call forwarding and refuse settings.

User-controlled

This function allows you to query the call pickup group. If a call is pending for a call pickup group, you can accept the call in the same way as you would accept a call signaled using the notification function. If there is no call to pick up, a pop-up message is displayed informing you that call pickup is not possible.

Step by Step

Hunt group functions

Your service personnel can incorporate multiple telephones in a hunt group. If your telephone is assigned to a hunt group, HiPath 8000 forwards calls for the members of your group in accordance with specific rules defined by your service personnel. Hunt groups are a simple solution for distributing calls to a group of telephones.

If you want another member of the group to pick up an incoming call, you can set your telephone to signal the busy status for your line to the other members of the hunt group. Hunt group calls will then no longer be forwarded to your telephone.

This feature can also be configured using the programmable feature toggle key → page 102.

Making a line busy

This prevents this line being used for calls in a hunt group.

Activating

-  Lift the handset.
-  Enter the code, for example, *96 (contact your service personnel).
-  Wait until you hear the confirmation tone.

Deactivating

Make the line free once more for the hunt group.

-  Lift the handset.
-  Reenter the code, for example, *96 (contact your service personnel).
-  Wait until you hear the confirmation tone.

Step by Step

Marking the last line in the hunt group chain

Sets the "stop hunt" line in the hunt group chain. The system will stop looking for a free line in the hunt group chain after it reaches this line.

Activating



Lift the handset.



Enter the code, for example, *97 (contact your service personnel).



Wait until you hear the confirmation tone.

Deactivating

Unmark the line as the end of the hunt group chain.



Lift the handset.



Reenter the code, for example, *97 (contact your service personnel).



Wait until you hear the confirmation tone.

Step by Step

Individual phone configuration

Language settings

Selecting a language



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Locality?

Select and confirm the option shown.

Speech?

Select and confirm the option shown ( → page 136).

English

Select and confirm the language in the context menu.

Save & Exit

Confirm.

You may choose from the following languages:

1. EspaÑol
2. Deutsch
3. Nederlands
4. FranÐais
5. English
6. CeYl tina
7. Italiano
8. Polski
9. PortuguÐ™s
10. %3;ñá

Step by Step

Setting the country

Adapt your phone settings to suit the country-specific conditions (for example, transmission parameters) ( → page 136).

 The graphic display's default appearance depends on the language package installed.



Press the key shown.

User

if nec. 

Select and confirm the option shown.

Enter and confirm the User password.

Locality

Select and confirm the option shown.

Country

Select and confirm the option shown.

Germany

Select and confirm the country in the context menu.

Save & Exit

Confirm.

You may choose from the following countries:

1. Argentina	17. Luxembourg
2. Australia	18. Mexico
3. Austria	19. Netherlands
4. Belgium	20. Norway
5. Brazil	21. Poland
6. Canada	22. Portugal
7. China	23. Slovakia
8. Croatia	24. South Africa
9. Czech Republic	25. Spain
10. Denmark	26. Sweden
11. Finland	27. Switzerland
12. France	28. Thailand
13. Germany	29. United Kingdom
14. Hungary	30. United States
15. India	31. Vietnam
16. Italy	

Step by Step

Display settings

Contrast

The display has six contrast levels that you can set according to your light conditions.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Contrast

Select and confirm the option shown (→ page 133).



Set and confirm the contrast.

Save & Exit

Confirm.

Key module contrast

If a key module is connected to your OpenStage 40, you can set contrast for it.



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Key.Module.Contr

Select and confirm the option shown (→ page 133).



Set and confirm the contrast.

Save & Exit

Confirm.

Step by Step

Date and time

You can choose the date and time display here ( → page 127).

 You must set the date and time manually if your phone is not connected to an (S)NTP server.

Setting the time



Press the key shown.

User

 if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Date and time

Select and confirm the option shown.

Time

Select and confirm the option shown.



Enter and confirm the time.

Save & Exit

Confirm.

Setting the date



Press the key shown.

User

 if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Date and time

Select and confirm the option shown.

Date

Select and confirm the option shown.



Enter and confirm the date.

Save & Exit

Confirm.

Step by Step

Setting daylight saving time

( → page 127.)



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Date and time

Select and confirm the option shown.

Daylight saving

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Confirm.

Setting the difference between daylight saving and standard time

This setting lets you specify the time difference that should be applied for daylight saving time.



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Date and time

Select and confirm the option shown.

Difference (mins)

Select and confirm the option shown.



Enter and confirm the difference between daylight and standard time in minutes.

Confirm.

Step by Step

Time display format



Press the key shown.

User

if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Locality

Select and confirm the option shown.

Time format

Select and confirm the option shown.

24 hour

Select and confirm the time format (12- or 24-hour display) in the context menu (→ page 136).

Save & Exit

Confirm.

Date display format



Press the key shown.

User

if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Locality

Select and confirm the option shown.

Date format

Select and confirm the option shown.

dd/mm/yy

Select and confirm the format you want.
(→ page 136.)

Save & Exit

Confirm.

Step by Step

Audio settings

Setting the volume

Use this selection to set the following volumes:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover

Example: **Handset**:



Press the key shown.

User

Select and confirm the option shown.

if nec.

Enter and confirm the User password.

Audio

Select and confirm the option shown.

Volumes

Select and confirm the option shown.

Handset

Select and confirm the volume you want to adjust (for example, "Handset").



Set and confirm the volume.

An acoustic sample of the current volume is output via audio feedback when you adjust the volume.

Save & Exit

Confirm.

Step by Step

Adjusting room acoustics

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics by choosing one of the following room character conditions: "Normal", "Live", "Dead".



Press the key shown.

User

if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Room character

Select and confirm the option shown.

Normal

Select and confirm the room character in the context menu (for example, "Normal") (→ page 127).

Save & Exit

Confirm.

Country setting for speakerphone mode

Enter the country setting you prefer for speakerphone mode here (see → page 36).



Press the key shown.

User

if nec.

Select and confirm the option shown.

Enter and confirm the User password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Open listening

Select and confirm the option shown.

Step by Step

Standard mode

Select and confirm the setting you want in the context menu ("Standard mode" or "US mode").
( → page 127)

Save & Exit

Confirm.

Setting the ringer melody



Press the key shown.

User

Select and confirm the option shown.

if nec. 

Enter and confirm the User password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Ringer melody

Select and confirm the option shown.

2

Select and confirm the required ringer melody (between 1 and 8) ( → page 127).

Save & Exit

Select and confirm the option shown.

Setting the ringer tone sequence



Press the key shown.

User

Select and confirm the option shown.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Ringer tone sequence

Select and confirm the option shown.

2

Select and confirm the required ringer tone sequence (between 1 and 3) ( → page 127).

Save & Exit

Select and confirm the option shown..

Schritt für Schritt

Web interface

General

The telephone features a HTTP Web server (Web-based Management tool) which allows the phone to map its contents to a Web browser on a PC integrated in the LAN.

The Web interface allows you to set up your OpenStage using the PC. The Web-based Management tool provides you with all the necessary setup options which you can also call up and edit on the telephone via the user area in the Service menu → page 32.

The Web interface contains the following form elements:

User pages

Tab for calling up user settings

Click the button shown to transfer the changes to the current form to the telephone.

Click the button shown to reset the changes made in the current form to the original status.

Normal



Click the button shown to perform an action (e.g. "Login").

Select an option from the drop-down listbox.

In the user menu, you can make changes to the following areas on your telephone:

- User login
- Date and time
- Audio
- User configuration
- Phone
- Locality
- Security

Settings that you make over the Web interface can also be made directly at the phone. The  icon and page reference indicate the relevant section where an appropriate description can be found.

Calling up the Web interface

For further details on the IP address, Web interface address, and additional information on how to connect the telephone to the network, refer to the chapter entitled "Applications available on your OpenStage phone" under "Network information" → page 33.

To call up the interface, open a Web browser and enter the following:

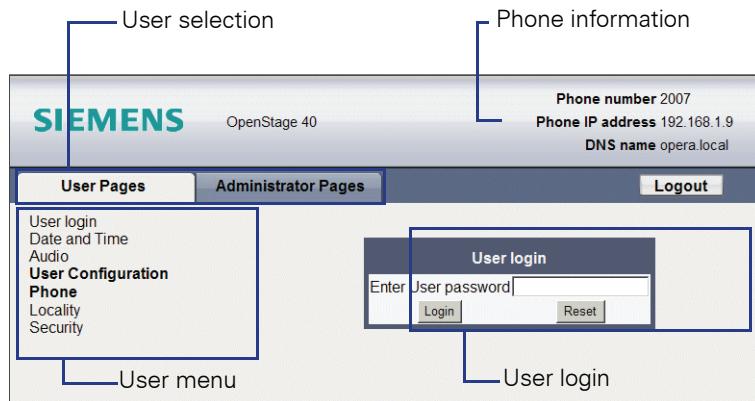
http://[IP address of the phone]:[port] or

https://[IP address of the phone]

[IP address of the phone] is the IP address of your phone.

[Port] is the port address of the phone's HTTP server. This is generally **8085**.

The Web interface homepage opens once you have entered and confirmed the phone's IP address:



User login

Enter the User password and click **Login**. If you have not yet configured a user password, leave the field blank and click **Login**.

Date and time

→ You must set the date and time manually if your phone is not connected to an (S)NTP server.

Click **Date and time** in the **User Pages** tab to open the following dialog:

Date and Time	
Local time (hh:mm)	12 : 14
Local date (day, month, year)	26 . March 2007
Allow daylight saving	<input type="checkbox"/>
Difference (minutes)	60
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Enter the time and date as shown in the dialog (→ page 119). Mark the field **Allow daylight saving** to set daylight saving time. Enter the difference between daylight saving and standard time in the **Difference (minutes)** field (→ page 120).

Audio

Click **Audio** in the **User Pages** tab to open the following dialog:

Audio	
Room Character	Normal
Open listening	Standard mode
Ringer melody	2
Ringer tone sequence	1.0 sec. ON, 2.0 sec. OFF
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

The following options are available for the **Room character** property (→ page 123):

- Normal
- Echoing
- Muffled

Under **Open listening** (→ page 123), select either

- Standard mode or
- US mode

Under **Ringer melody** (→ page 124), you can set a value between 1 and 8.

There are two options available for the **Ringer tone sequence** (→ page 124):

- 1.0 sec ON, 2.0 sec OFF
- 0.7 sec ON, 0.7 sec OFF

Benutzerkonfiguration

Use this menu to set the conditions for incoming, outgoing, and active calls.

Abgehende Anrufe

Open the Benutzerkonfiguration menu in the **User Pages** tab and click the option **Abgehende Anrufe**. The following dialog appears:

Outgoing calls	
Autodial delay (seconds)	<input type="text" value="8"/>
Allow immediate dialling	<input type="checkbox"/>
Allow callback: busy	<input checked="" type="checkbox"/>
Allow callback: no reply	<input checked="" type="checkbox"/>
Allow busy when dialling	<input checked="" type="checkbox"/>
Allow transfer on ring	<input checked="" type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

You can make the following settings for outgoing calls:

- **Autodial delay (seconds)**
( → page 72)
- **Allow callback: busy**
( → page 51)
- **Allow callback: no reply**
( → page 51)
- **Allow busy when dialling**
( → page 73)
- **Allow transfer on ring**
( → page 68)

Incoming calls

Open the Benutzerkonfiguration menu in the **User Pages** tab and click the option **Ankommende Anrufe**. You can select the following options:

- **Forwarding**
- **Deflecting/Handling**
- **CTI-Anrufe**

Forwarding

Use **Forwarding** to open the following dialog:

Forwarding

Forwarding Favorites

Forward all calls allowed to 1234

Forward on busy allowed to 1234

Forward on no reply allowed to not set

No reply delay (seconds) 5

Submit Reset

First configure the destinations under Forwarding favourites:

Forwarding Favorites

Destination 1 1234

Destination 2

Destination 3

Destination 4

Destination 5

Submit Reset

[back to Forwarding](#)

Destination 1 to Destination 5:

Enter a relevant destination ( → page 45)

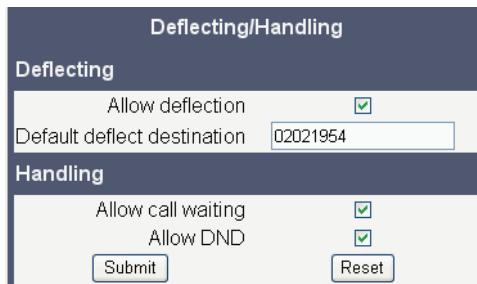
The destinations only appear in the lists once you have entered them and clicked **Submit**.

Now configure the conditions for call forwarding:

- **Forward all calls allowed:**
Activate this function ( → page 47) and
- **to:**
Select a destination ( → page 45)
- **Forward on busy allowed:**
Activate this function ( → page 47) and
- **to:**
Select a destination ( → page 45)
- **Forward on no reply allowed:**
Activate the function ( → page 47) and
- **to:**
Select a destination ( → page 45)
- **No reply delay (seconds):**
Enter a time by which a call should be accepted before it is forwarded ( → page 46)

Deflecting/Handling

Use **Deflecting/Handling** to open the following dialog:



The dialog box is titled "Deflecting/Handling". It has two main sections: "Deflecting" and "Handling".

Deflecting

Allow deflection	<input checked="" type="checkbox"/>
Default deflect destination	02021954

Handling

Allow call waiting	<input checked="" type="checkbox"/>
Allow DND	<input checked="" type="checkbox"/>

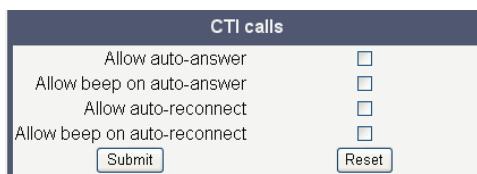
Buttons: **Submit** and **Reset**

The following options are available:

- **Allow deflection**
( → page 59)
- **Default deflect destination**
( → page 59)
- **Allow call waiting**
( → page 65)
- **Allow DND**
( → page 92)

CTI-Anrufe

Use **CTI-Anrufe** to open the following dialog:



The dialog box is titled "CTI calls".

Allow auto-answer	<input type="checkbox"/>
Allow beep on auto-answer	<input type="checkbox"/>
Allow auto-reconnect	<input type="checkbox"/>
Allow beep on auto-reconnect	<input type="checkbox"/>

Buttons: **Submit** and **Reset**

The following options are available:

- **Allow auto-answer**
- **Allow beep on auto-answer**
- **Allow auto-reconnect**
- **Allow beep on auto-reconnect**

For more information on **CTI-Anrufe**, refer to the relevant phone settings,
 → page 69.

Bestehende Verbindungen

Open the Benutzerkonfiguration menu in the **User Pages** tab and click the option **Bestehende Verbindungen**. The following dialog appears:

Connected calls	
Allow call transfer	<input checked="" type="checkbox"/>
Allow call joining	<input checked="" type="checkbox"/>
Allow join in conference	<input checked="" type="checkbox"/>
Allow hold reminder	<input type="checkbox"/>
Hold reminder delay (minutes)	15
Allow music on hold	<input checked="" type="checkbox"/>
Allow conferences	<input checked="" type="checkbox"/>

Submit Reset

You can enter the following settings for active connections:

- **Allow call transfer**
(→ page 67)
- **Allow call joining**
(→ page 43)
- **Allow join in conference**
(→ page 76)
- **Allow hold reminder**
(→ page 61)
- **Hold reminder delay (minutes)**
(→ page 62)
- **Allow music on hold**
(→ page 62)
- **Allow conferences**
(→ page 75)

Keyset

Use this menu to configure the programmable sensor keys.

Lines

Open the Benutzerkonfiguration menu followed by the **Keyset** menu in the **User Pages tab** and click the option **Lines**. The following dialog appears:

Key 1		Key 2	
Address	04121951	Address	04121951
Primary line	<input checked="" type="checkbox"/>	Primary line	<input checked="" type="checkbox"/>
Ring delay (seconds)	0	Ring delay (seconds)	0
Allow in overview	<input checked="" type="checkbox"/>	Allow in overview	<input checked="" type="checkbox"/>
Ring on/off	<input checked="" type="checkbox"/>	Ring on/off	<input checked="" type="checkbox"/>
Selection order	1	Selection order	1

Use the Key button(s) to select a line (Key 1 to Key n).

You can edit the following fields in this dialog:

- **Ring delay (seconds)**
(→ page 87)
- **Allow in overview**
(→ page 86)
- **Ring on/off**
(→ page 89, currently only possible via the Phone menu)

All other fields are for information only and cannot be modified.

Phone

Use this menu to set the properties for the phone or configure the key layout.

Display settings

Open the **Phone** menu in the **User Pages** tab and click the option **Display settings**. The following dialog appears:



You can set the **Contrast** for the display ( → page 118).

Programmable keys

Open the **Phone** menu in the **User Pages** tab and click the option **Program keys**. The following dialog appears:

Program Keys

 To assign a new function to a key, select from the drop down list box. To view or modify the parameters associated with the key, use the **Edit** button.

Normal	Key	Shifted
Clear (no feature assigned) <input type="button" value="Edit..."/>	1 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	2 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	3 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	4 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	5 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	6 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	7 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	8 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>
Clear (no feature assigned) <input type="button" value="Edit..."/>	9 <input type="button" value="Edit..."/>	Clear (no feature assigned) <input type="button" value="Edit..."/>

In the drop-down lists, select a function to be assigned to the key and then click **Edit**. Different dialogs appear depending on the function,  → page 54. For most functions, it is enough to complete the **Key label** field.

Repertory dialing

The following dialog may appear for the **Repertory dial** function ( → page 55):

Repertory dial

Key label 3

Use the following characters in the **Dial string** field

for **Clear** ... <

for **Consult** ... ~

for **Okay** ... >

for **Pause** ... -

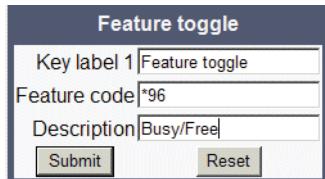
Dial string

Submit **Reset**

Enter a destination in the **Key label** field as the label for this sensor key. Edit the relevant **Dial string** in accordance with the description in the dialog.

Feature toggle

Can only be used for Hunt group functions (→ page 114).



The screenshot shows a configuration form titled "Feature toggle". It contains the following fields:

- Key label 1: Feature toggle
- Feature code: *96
- Description: Busy/Free

At the bottom are two buttons: "Submit" and "Reset".

Change the Key label. In the **Feature code** field, enter the code *96 (contact your service personnel) and at the same time, under **Description**, enter "Busy/Free" (☎ → page 56)

Forwarding

Forwarding for all calls, busy or no reply.



The screenshot shows a configuration form titled "Forwarding". It contains the following fields:

- Key label 1: Forwarding
- Forwarding type: All Calls (selected)
- Destination: 3880

At the bottom are two buttons: "Submit" and "Reset".

Change the Key label. In the **Forwarding type** list, select the relevant entry. In the **Destination** field, enter the phone number of the call forwarding destination.

Locality

Click **Locality** in the **User Pages** tab to open the following dialog:



The dialog box is titled "Locality". It contains four dropdown menus: "Country" (set to DE), "Language" (set to English [en]), "Date format" (set to DD.MM.YYYY), and "Time format" (set to 24 hour). At the bottom are "Submit" and "Reset" buttons.

You can enter the following country-specific settings:

- **Country**
( → page 117)
- **Language**
( → page 116)
- **Date format**
( → page 121)
- **Time format**
( → page 121)

Security

Click **Security** in the **User Pages** tab to open the following dialog:



The dialog box is titled "Security". It contains three text input fields: "Old password", "Set password", and "Confirm password". At the bottom are "Submit" and "Reset" buttons.

To change the user password, enter the old password followed by the new one. Reenter the password for confirmation ( → page 93).

Fixing problems

Telephone maintenance

- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → page 23). If so, deactivate it.

You cannot dial an external number:

Check whether your telephone is locked ("Phone locked: Enter Password" appears on the screen"). If the phone is locked, enter your PIN to unlock it.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, contact Customer Service.

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